

Job Title: Director, Charter Schools

Department: School Models & Programs

Classification (Payroll Title): Educational Consultant 4

Position Number: 1004273

Reports to: Assistant Commissioner, School Models & Programs

Last Revised Date: 11.26.2019

Department of Education Vision: *We will set all students on a path to success.*

Priorities: ***Academics:** All Tennessee students will have access to a high quality education, no matter where they live. · **Whole Child:** Tennessee public schools will be equipped to serve the academic and non-academic needs of all students. · **Educators:** Tennessee will set a new path for the education profession and be the top state to become and remain a teacher and leader.*

Position Summary: The Director of Charter Schools is charged with implementing state-level programming and policies related to charter schools. This includes managing annual reporting cycles, providing technical assistance and support to Tennessee charter schools, and leading efforts to enhance authorizer capacity. The director should have a strong vision for supporting access to high-quality public school options while maintaining clear standards for accountability and protecting student interests. This position contributes to the strategic priorities by ensuring students and families have access to high quality public school options.

Minimum Qualifications

- Bachelor's degree required, master's degree in education, public policy, or a related field preferred
- A professional background in education, with at least five years of charter school experience, preferable in a role that required supervision and oversight

Essential Functions

- Support priority school choice initiatives as part of the Department's strategic initiative to create choice options for all students, no matter where they live in the state
 - Cultivate and maintain strong stakeholder relationships, including with charter school operators, authorizers, advocacy groups, and others
 - Cultivate a climate of collaboration and the sharing of best practices between statewide charters, charters and traditional public schools and charters and private schools
 - Oversee and continually improve annual reporting processes and cycles for charter school operators and authorizers
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- Manage and work to continuously improve the authorization life cycle, including revisions to new charter application materials, renewal applications, annual reporting templates, and guidance documents.
- Develop charter amendment petitions application and rubric materials, and oversee implementation of policies and processes
- Ability to maintain high expectations and rigorous accountability
- Articulate and execute strategic implementation of initiatives aimed at recruiting and expanding high quality charter schools
- Oversee management of state and federal charter school grants, including any applicable contract support
- Support charter school policy development and implementation in coordination with the TDOE policy staff

Knowledge, Skills, & Abilities

- *Outcomes Orientation:* Deep commitment to education equity; Ability to maintain high expectations and rigorous accountability
- *Strong communication skills:* Strong written and oral communication and presentation skills
- *Team Orientation:* Willingness to contribute at all levels to meet deadlines and complete successful implementation
- *Data Orientation:* Strong data analysis and Excel skills; uses data regularly to make decisions
- *Organizational Skills:* Ability to organize and monitor delivering products and results under tight timelines

Supervisory Responsibility

Not at this time

Work Environment

The duties will primarily be carried out indoors, in environmentally controlled conditions. The employee will be required to perform general physical abilities and handle and move objects.

Physical Demands

Physical demands include walking, standing, bending, lifting, climbing stairs, and moving during working hours.

Position Type and Expected Hours of Work

This is a full time position. Expected work hours are 37.5 hours per week, from 8-4:30pm with an hour lunch break.

**Travel**

Some travel around the state is required with this position (estimated 15-20%). Reliable transportation is required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

To Apply

Please send cover letter, resume, and contact information for three professional references to Education.jobs@tn.gov

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